

Menifee County Public Schools Certified Evaluation Plan

2025-2026



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Menifee County Public Schools
Certified Evaluation Committee Members

Name	School/Location	Representative
Jodi Blackburn	Menifee Board of Education	Administrator
Kelli Abney	Menifee Central K-7	Administrator
LaJohnda Williams	Menifee Central K-7	Administrator
Elizabeth Hagerman	Menifee Co. High School	Administrator
Frankie Spencer	Menifee Co. High School	Administrator
Millicent White	Menifee Central K-7	Teacher
Jennifer Brown	Menifee Central K-7	Teacher
Stacy Carter	Menifee County High School	Teacher
Billie Clemons	Menifee County High School	Teacher
Kristen Cantrell	Botts Early Learning Center	Teacher

For additional information, please contact:

Rebecca Spencer, Administrative Assistant to the Superintendent
or Jodi Blackburn, Chief Academic Officer

440 Wynn Flat Road
Frenchburg, KY 40322
606-768-8002 (office)
606-768-8050 (fax)

ASSURANCES CERTIFIED EVALUATION PLAN

The Menifee County Public School District hereby assures the Commissioner of Education that:
This evaluation plan was developed by an evaluation committee composed of an equal number of teachers and administrators (KRS 156.557).

Name:	Title:	Name:	Title:
Jodi Blackburn	Administrator	Millicent White	Teacher
Kelli Abney	Administrator	Jennifer Brown	Teacher
LaJohnda Williams	Administrator	Stacy Carter	Teacher
Elizabeth Hagerman	Administrator	Billie Clemons	Teacher
Frankie Spencer	Administrator	Kristen Cantrell	Teacher

The evaluation criteria and process used to evaluate certified school personnel shall be explained to and discussed with the evaluatee no later than the end of the evaluatee's first thirty (30) calendar days of reporting for employment each school year. (704 KAR.3:370)

All certified school personnel who have not attained continuing service status shall receive an annual summative evaluation and shall incorporate the formative data collected during the Kentucky Teacher Internship Program (if funded). (KRS 156.557)

All certified school personnel who have attained continuing service status shall receive a summative evaluation at least once every five (5) years. (KRS 156.557)

Each evaluator will be trained, tested, and approved in the use of appropriate evaluation techniques. (KRS 156.557)

This plan requires a summative evaluation of certified school personnel to be documented in writing and to be included in the evaluatee's official personnel record. (704 KAR 3:370)

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative (KRS 156.557)

The evaluation plan process will not discriminate on the basis of age, race, color, national origin, religion, sex, disability, or any other protected characteristic, as required by all applicable federal, state, and local law.

The local board of education shall review, as needed, the district's certified evaluation plan to ensure compliance with KRS 156.557 and this administrative regulation. If a source of evidence is added or removed from the certified evaluation plan or if a decision rule or calculation is changed in the summative rating formula, the revised certified evaluation plan shall be reviewed and approved by the local board of education. If the local board of education determines the changes do not meet the requirements of KRS 156.557, the certified evaluation plan shall be returned to the certified evaluation committee for revision.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on June 19, 2025 (704 KAR 3:370)

Signature of District Superintendent

Date

Signature of Chairperson, Board of Education

Date

GLOSSARY

OF ROLES AND DEFINITIONS

Roles and Definitions

1. **Calendar Days:** All days of the calendar, including weekends, holidays, etc...
2. **Certified Administrator:** Certified school personnel who devotes the majority of time in a position for which administrative certification is required by EPSB.
3. **Certified School Personnel:** A certified employee, below the level of superintendent, who devotes the majority of time in a position in a district for which certification is required by EPSB.
4. **Conference:** A meeting between the evaluator and the evaluatee for the purposes of providing feedback, analyzing the results of an observation or observations, reviewing other evidence to determine the evaluatee's accomplishments and areas for growth, and leading to the establishment or revision of a professional growth plan.
5. **Corrective Action Plan:** A plan for improvement up to twelve months in duration for: a. Teachers and other professionals who are rated ineffective as their summative rating. b. Principals, Other Building-Level and District-Level Administrators who are rated ineffective as their summative rating.
6. **District-Level Administrator:** Certified Administrators in roles at the district level that could include School Chiefs or district-level Directors.
7. **Evaluatee:** A certified school personnel who is being evaluated.
8. **Evaluator:** The primary evaluator as described in KRS 156.557(5)(c)2.
9. **Evidence:** Sources of information gathered and documented.
10. **Face-to-Face:** In-person or virtual meetings.
11. **Formative Evaluation:** Is defined by KRS 156.557(1)(a).
12. **Full Observation:** An observation conducted by a certified observer for the length of a full class period or full lesson.
13. **Instructional Days:** School days when students are present in person or in a virtual learning setting.
14. **Job Category:** A group or class of certified school personnel positions with closely related functions.
15. **Late Hire:** Any employee hired after the first 60 consecutive work days.
16. **Leave of Absence:** Any employee not reporting to work for 60 or more consecutive days.
17. **Mini Observation:** An observation or site visit conducted by a certified observer for 20 – 30 minutes in length.
18. **Multiple Measures of Student Learning:** Assessments and data used to demonstrate student learning.
19. **Non-Traditional Instruction (NTI):** Instructional days in which teachers, other professionals, administrators, and students are participating in virtual learning.
20. **Observation/Work Site Visit:** A data collection process conducted by a certified observer, in person or through video, for the purpose of evaluation, including notes, professional judgments, and artifacts examination made during one or more classroom or worksite visits of any duration.
21. **Observer Calibration Training:** A process of ensuring that certified school personnel who serve as observers of evaluatees have demonstrated proficiency in rating teachers and other professionals for the purposes of evaluation and feedback.
22. **Observer Initial Evaluation Training and Testing:** A required KDE-approved training for new evaluators to ensure that certified school personnel who serve as observers of evaluatees have demonstrated proficiency in rating teachers and other professionals for the purposes of evaluation and feedback.

23. **Other Building-Level Administrator:** Certified Administrators in roles that could include Associate Principals, Assistant Principals, Administrative Deans, Academy Coaches, Professional Growth and Effectiveness Coaches- Admin.
24. **Other Professionals:** Certified school personnel, except for teachers, administrators, assistant principals, or principals.
25. **Performance Criteria:** The areas, skills, or outcomes on which certified school personnel are evaluated.
26. **Performance Measure:** one (1) of four (4) measures defined in the Kentucky Framework for Personnel Evaluation. Measures include planning, environment, instruction, and professionalism.
27. **Performance Rating:** The rating for each performance measure for a teacher, other professional, principal, or other building-level or district-level administrator as determined by the local district certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation. Ratings shall be exemplary, accomplished, developing, and ineffective. The performance ratings are defined as:
- Exemplary:** consistently exceeds expectations for effective performance
 - Accomplished:** consistently meets expectations for effective performance
 - Developing:** inconsistently meets expectations for effective performance
 - Ineffective:** consistently fails to meet expectations for effective performance
28. **Principal:** A certified school personnel who devotes the majority of employed time in the role of principal, for which administrative certification is required by the Education Professional Standards Board pursuant to 16 KAR 3:050.
29. **Professional Growth Plan:** An individualized plan for certified personnel that is focused on improving professional practice and leadership skills, aligned with performance standards and the specific goals and objectives of the school improvement plan or the district improvement plan, built using a variety of sources and types of data that reflect student needs and strengths, evaluatee data, and school and district data, produced in consultation with the evaluator and includes: (a) Goals for enrichment and development that are established by the evaluatee in consultation with the evaluator; (b) Objectives or targets aligned to the goals; (c) An action plan for achieving the objectives or targets and a plan for monitoring progress; (d) A method for evaluating success; and (e) The identification, prioritization, and coordination of presently available school and district resources to accomplish the goals.
30. **Professional Standards for Educational Leaders (PSEL):** The standards by which administrators will be evaluated.
31. **Self-Reflection:** The process by which certified personnel assesses the effectiveness and adequacy of their knowledge and performance for the purpose of identifying areas for professional learning and growth.
32. **Student Surveys:** Surveys that provide data on specific aspects of the instructional environment and professional practice of the teacher or other professional evaluator.
33. **Summative Evaluation:** Is defined by KRS 156.557(1)(b).
34. **Summative Rating:** The overall rating for certified school personnel below the level of superintendent as determined by the district's certified evaluation plan aligned to the Kentucky Framework for Personnel Evaluation.
35. **Teacher:** A certified school personnel who has been assigned the lead responsibility for student learning in a classroom, grade level, subject, or course and holds a teaching certificate under 16 KAR 2:010 or 16 KAR 2:020.
36. **Virtual Learning:** A learning experience that is enhanced through utilizing computers and/or the internet both outside and inside of the school building. It most commonly takes place in an online environment.
37. **Working Days:** A day in the established employee work calendar. Students may or may not be present.

Evaluation Process for Teachers and Other Professionals

Includes, but not limited to:

Classroom Instructors, Special Education Instructors, Interventionists, Child Guidance Counselors, Instructional Specialists/Coaches, Library Media Specialists, Social Workers, Speech Therapists, Occupational Therapists, Certified Mental Health Specialists, and Non-Administrative District Personnel

Evaluation Plan Vision:

The vision for the Certified Evaluation Plan is to have every student taught by effective certified staff. The goal is to create a fair and equitable system to measure effectiveness and act as a catalyst for professional growth. The Kentucky Framework for Teaching and the Specialist Frameworks for Other Professionals are designed to support student achievement and professional practice through the domains of:

Performance Measures: Framework for Teaching/Specialist Frameworks for Other Professionals

Planning
Environment
Instruction
Professionalism

When certified staff fall under multiple frameworks, the evaluator will determine evaluatee's framework within the first 30 days of employment. Best practice for determining the evaluatee's framework would include discussion with the evaluatee.

The frameworks also include themes such as equity, cultural competence, high expectations, developmental appropriateness, accommodation for individual needs, effective technology integration, and student assumption of responsibility. It provides structure for feedback and continuous improvement through individual goals that target professional growth, thus supporting overall school improvement. Evidence documenting professional practice will be situated within one or more of the four domains of the framework. Performance will be rated for each component according to four performance levels: Ineffective, Developing, Accomplished, and Exemplary. The summative rating will be a holistic representation of performance, combining data from multiple sources of evidence across each domain.

Sources of Evidence

The use of professional judgment based on multiple sources of evidence promotes a more holistic and comprehensive analysis of practice, rather than over-reliance on one individual data point or rote calculation of practice based on predetermined formulas. Evaluators will also take into account how educators respond to or apply additional supports and resources designed to promote student learning, as well as their own professional growth and development. Evaluators must use the following categories of evidence in determining overall ratings:

REQUIRED: Sources of Evidence

- Self-Reflection/Professional Growth Plan
- Observation(s)/worksite visit(s)

OPTIONAL: Sources of Evidence

- Multiple Measures of Student Learning
- Products of Practice
- Other Sources, which should yield information related to the evaluatee's practice within the Performance Measures, and may be provided by evaluators and evaluatees, include but are not limited to:
 - ◆ team-developed curriculum units/pacing documents
 - ◆ communication logs
 - ◆ timely, targeted feedback from mini or informal observations

- ◆ student surveys
- ◆ student work
- ◆ student formative and/or summative course evaluations/feedback
- ◆ minutes from PLCs
- ◆ minutes from other committee meetings
- ◆ teacher reflections and/or self-reflections
- ◆ teacher interviews
- ◆ teacher committee or team contributions
- ◆ parent engagement surveys
- ◆ video lessons
- ◆ records of student and/or teacher attendance
- ◆ engagement in school activities outside of contract hours
- ◆ engagement in professional organizations
- ◆ action research
- ◆ other: sources of evidence determined with the collaboration of teacher and administrator that uniquely support educator practice of effectiveness for the content and grade level.

SOURCES OF EVIDENCE/Framework for Teaching Alignment

FRAMEWORK for TEACHING (FTT)		Performance Measures: Planning						Performance Measure: Environment				Performance Measure: Instruction				Performance Measure: Professionalism							
	Component	1a. Knowledge of content/pedagogy	1b. Demonstrate knowledge of students	1c- Setting Instructional Outcomes	1d- Demonstrates knowledge of resources	1e- Designing Coherent Instruction	1f- Designing Student Assessment	2a- Creative Env. of Respect & Report	2b- Establish Culture of Learning	2c- Maintaining Classroom Procedures	2d- Managing Student Behavior	2e- Organizing Physical Space	3a- Communicating with Students	3b- Questioning & Discussion Techniques	3c- Engaging Students in Learning	3d- Using Assessment in Learning	3e- Demonstrating Flexibility & Responsive	4a- Reflecting On Teaching	4b- Maintaining Accurate Records	4c- Communicating with Families	4d- Participating in Profess. Learn.	4e- Growing & Developing Professionally	4f- Showing Professionalism
REQUIRED SOURCES OF EVIDENCE To Inform Summative Rating	Supervisor Observation	Evidence (pre/post conferences)						Observation										Evidence (pre/post conferences)					
	Self-reflection/ Professional Growth	Self-Reflection and Professional Growth Plan																					

Note: Other sources of evidence may be required by evaluators.

Measures of Effectiveness

Self-Reflection and Professional Growth Plan

All teachers and other professionals participate in Self-Reflection and the Professional Growth Plan each year. Self-reflection should occur prior to initial Professional Growth Plan development. The Professional Growth Plan will address realistic, focused, and measurable professional goals. The plan will connect data from multiple sources including classroom observation feedback, data on student growth and achievement, and professional growth needs identified through self-assessment and reflection. In collaboration with the administrators, teachers will identify explicit goals that will drive the focus of professional growth activities, support, and ongoing reflection. Reflective practices and professional growth planning are continuous processes. The certified staff (1) reflects on his or her current growth needs based on multiple sources of data and identifies an area or areas for focus; (2) collaborates with his or her administrator to develop a professional growth plan and action steps; (3) implements the plan; (4) regularly reflects on the progress and impact of the plan on his or her professional practice; (5) modifies the plan as appropriate; (6) continues implementation and ongoing reflection; and finally, (7) conducts a summative reflection on the degree of goal attainment and the implications for next steps.

Observation/Worksite Visit

The observation/worksite visit process is one source of evidence to determine the effectiveness of professional practice. The supervisor observation/worksite visit will provide *documentation* and *feedback* to measure effectiveness. *Only observations conducted by the evaluator will be used to inform a summative rating.* The rationale for observation is to encourage continued professional growth through critical reflection.

Certified Evaluation Implementation Timeline for Teachers and Other Professionals

Timeline	Action
First 30 calendar days of reporting for employment	Evaluation Criteria and process shall be explained by the Evaluators.
30 instructional days after receiving state assessment data	Evaluatee reflects on his/her current growth needs and collaborates with the Evaluator to complete the initial self-reflection and to develop the PGP. Evaluator must approve these within the first 60 instructional days.
Fall Semester	Evaluator will do observations with pre/post conferences.
Mid-Year Review (recommended) (November-February)	Evaluatee and Evaluator may review progress of Self-Reflection, PGP, and evidence collection and modify plans as appropriate. These recommended mid-year reviews may be completed either electronically or face-to-face.
Spring Semester	Evaluatee continues growth plan implementation and ongoing self reflection. Evaluator completes observations with pre/post conferences.
By April 15	Evaluators and evaluatees complete the summative reflection, PGP, and evaluation implementation. Evaluators submit summative evaluation forms for the official personnel record and provides a copy to the evaluatee, who may include a written response.

Observation/Worksite Visit Model

Tenured Certified Staff			
Formative - Year(s) 1-4			
Observation Type	Frequency	Observer	Timeline * **
Mini Observation (20-30 minutes)	Minimum of 1 time	Principal or Designee	After the evaluation training and before April 15 th
Summative - Year 5			
All observations must be completed by April 15 th			
<i>Five-year cycle will be determined based on last summative evaluation date or based on failure to meet performance criteria(s) during formative cycle</i>			
Full Observation (class period or lesson)	Minimum of 1 time in the Summative year	Principal or Designee	After the evaluation training and before April 15 th

Non-Tenured Certified Staff (2 observations minimum EACH year)			
All observations must be completed by April 15 th .			
Observation Type	Frequency	Observer	Timeline * **
Mini Observation (20-30 minutes)	Minimum of 2 per year	Administrator	After the evaluation training and prior to April 15 th .
Full Observation (class period or lesson)	Minimum of 1 per year	Administrator	One must be conducted after the evaluation training and prior to winter break. The second one must be conducted between the first day of the second semester and April 15.

***Late Hires/Leaves of Absence (not reporting to work for 60 or more consecutive school days):** Teachers and Other Professionals in their summative evaluation year must have a minimum of one full observation by April 15th. Tenured Teachers and Other Professionals in one of their formative evaluation years must have a minimum of one mini-observation by April 15th. All other requirements remain the same. Timelines should be adjusted accordingly, documented in writing and signed/dated by evaluatee and evaluator.

****Instructional Calendar Changes (i.e. snow day)** - Timelines may need to be adjusted if the instructional calendar is changed.

Observation Conferencing Protocols (Tenured and Non-Tenured Certified Staff)

Pre-Conference (summative only)	Post-Conference
Pre-Conference required for each observation within 1-5 instructional days before observation. - Conference is face-to-face OR electronic. - Evaluatee submits lesson plans and/or Pre-observation form.	Post-Conference required within 5 working days after observation. - Conference must be face-to-face. - Conference must be documented in writing and signed physically or virtually by Evaluatee and Evaluator.

Rating the Performance Measures

The Kentucky Framework for Teaching and the Specialist Frameworks for Other Professionals stand as the critical rubrics for providing educators and evaluators with concrete descriptions of practice associated with specific Performance Measures. When certified staff fall under multiple frameworks, the evaluator will determine evaluatee's framework within the first 30 days of employment. Best practice for determining the evaluatee's framework would include discussion with the evaluatee. Supervisors and educators will be engaged in ongoing dialogue throughout the evaluation cycle. The process concludes with the evaluator's analysis of evidence and the final assessment of practice in relation to performance described under each Performance Measure at the culmination of an educator's cycle. Supervisors will provide a summative rating for each Performance Measure based on evidence.

Measures of Effectiveness

Required:

- Observation
- Self-Reflection/Professional Growth Plan

Optional:

- Multiple Measures of Student Learning
- Professional Development
- Other evidence as provided
Provided by evaluator and Evaluatee
- Performance of professional responsibilities related to his or her assignment including attendance and punctuality and evaluating results
- Demonstration of effective planning of curricula, classroom instruction, classroom management, based on research-based instructional practices, or school management skills based on validated managerial practices
- Demonstration of knowledge and understanding of subject matter content or administrative functions, and effective leadership techniques
- Promotion and incorporation of instructional strategies or management techniques that are fair and

Professional Judgment

SUMMATIVE PERFORMANCE LEVEL

Performance Measure 1: PLANNING [I,D,A,E]
Performance Measure 2: ENVIRONMENT [I,D,A,E]
Performance Measure 3: INSTRUCTION [I,D,A,E]
Performance Measure 4: PROFESSIONALISM [I,D,A,E]

- respect diversity and individual differences
- Demonstration of effective interpersonal, communication, and collaboration skills among peers, students, parents, and others
- Performance of duties consistent with the goals for Kentucky students and mission of the school, the local community, laws, and administrative regulations
- Demonstration of the effective use of resources, including technology
- Demonstration of professional growth
- Adherence to the professional code of ethics
- Attainment of the teacher standards or the administrator standards, as established by the Education Professional Standards Board that are not referenced above

Determining the Summative Performance Level

Supervisors are responsible for determining the Summative Performance Level for each school-level certified staff at the conclusion of the summative evaluation year. The Summative Performance Level is determined by the performance ratings given for each Performance Measure. The performance ratings are defined as:

Exemplary: consistently exceeds expectations for effective performance

Accomplished: consistently meets expectations for effective performance

Developing: inconsistently meets expectations for effective performance

Ineffective: consistently fails to meet expectations for effective performance.

For certified, tenured employees in their summative year evaluation cycle, supervisors need to factor in any data and evidence from previous formative evaluation cycle years to determine a summative rating for the current year. Evidence is to be documented in the district-approved electronic platform(s) and/or paper forms, which are maintained at the school/department level. The summative form will be submitted to the district for the official personnel file.

For certified, non-tenured employees, each year is a summative evaluation cycle year, so the supervisor would not factor in any data or evidence from previous years to attain the summative rating for the current year.

The evaluator determines the performance rating for each Performance Measure based on evidence that demonstrates the educator's performance that aligns with the framework, district-developed rubrics, and decision rules that establish a common understanding of performance thresholds to which all educators are held. The Summative Rating is then informed by the educator's performance ratings in each of the four Performance Measures using the following decision rules:

CRITERIA FOR DETERMINING A TEACHER'S/OTHER PROFESSIONAL'S SUMMATIVE RATING

IF...	THEN...
Two Performance Measures are rated ACCOMPLISHED, and two Performance Measures are rated EXEMPLARY	Summative Performance Level shall be Exemplary or Accomplished
Two Performance Measures are rated DEVELOPING, and two Performance Measures are rated EXEMPLARY	Summative Performance Level shall be Accomplished
Two Performance Measures are rated DEVELOPING, and two Performance Measures are rated ACCOMPLISHED	Summative Performance Level shall be Accomplished or Developing
Performance Measures 1 OR 4 are rated INEFFECTIVE	Summative Performance Level shall NOT be Exemplary
Performance Measures 2 OR 3 are rated INEFFECTIVE	Summative Performance Level shall be Developing or Ineffective **
Performance Measures 2 and 3 are rated INEFFECTIVE	Summative Performance Level shall be Ineffective **

****An Ineffective Rating indicates a Corrective Action Plan for professional growth is required (see page 22)**

Observer Initial Evaluation Training and Testing/Observer Calibration Training

All new administrators serving as evaluators of certified personnel are required to complete the KDE-approved initial certified evaluation training before conducting formative or summative observations. After their initial year of the KDE-approved evaluation training, evaluators must obtain a minimum of six hours annually of EILA-approved training for evaluation purposes. To ensure consistency of observations, evaluators must complete the district-determined observer calibration training annually. The training allows observers to develop a deep understanding of how the four Performance Measures of the Kentucky Framework for Teaching (FFT) are applied in observation.

- Only evaluators who have completed the district-determined observation training can conduct formative and summative observations for the purpose of evaluation. In the event that a supervisor has yet to complete the district-determined observation training, the district will provide the following supports:
 - A substitute observer will be assigned by the superintendent or designee from a pool of current and retired district administrators who have been trained to evaluate, ensuring certified staff have access to trained observers. In such cases, the observation data provided by a substitute observer is considered a valid source of evidence only if the supervisor is present in the observation.
 - Additional training will be provided by district personnel as needed.
 - Any supervisors who are hired late will be required to complete the district-determined observation training. Additional support/training will be provided by district personnel if needed and a substitute administrator will be assigned for any observations conducted during that time.

Evaluation Process for Principals, Other Building-Level Administrators, and District Administrators

Evaluation Plan Vision – Principals, Other Building-Level Administrators, and District-Level Administrators

The vision for the Certified Evaluation Plan for Principals, Other Building-Level Administrators, and District-Level Administrators is to have every school and our district led by effective administrators. The goal is to create a fair and equitable system to measure administrator effectiveness and act as a catalyst for professional growth.

Required and Optional Evidence for Principals, Other Building-Level and District-Level Administrators

REQUIRED Sources of evidence evaluators must use in determining summative ratings:

- Self-Reflection/Professional Growth Plan
- Site-Visits and/or Conferences
- Multiple Measures of Student Learning

Other possible sources

Other Sources, which should yield information related to the evaluatee's practice within the Performance Measures, and may be provided by evaluators and evaluatees, include but are not limited to:

- Products of Practice
- Surveys
- School Report Card
- Other Sources may include:
 - Agenda and/or Minutes from:
 - SBDM Meetings
 - Faculty Meetings
 - Department/ Grade Level Meetings
 - PLC Meetings
 - Leadership Team Meetings
 - Instructional Round/Walkthrough documentation
 - Principal Performance Timeline
 - Budgets
 - EILA/Professional Learning experience documentation
 - Stakeholder Surveys (Parent/Community, Staff, Students)
 - Professional Organization memberships
 - Parent/Community engagement events documentation
 - School Schedules
 - Other information as identified as evaluatee and/or evaluator

Performance Measures and the Professional Standards for Educational Leaders (PSEL)

Performance Measure	Professional Standards for Educational Leaders (PSEL)
Planning	Mission, Vision and Core Values; Operations and Management; School Improvement
Environment	Equity and Cultural Responsiveness; Community of Care and Support for Students; Professional Community for Teachers and Staff; Meaningful Engagement of Families and Community
Instruction	Curriculum, Instruction and Assessment; Professional Capacity of School Personnel
Professionalism	Ethics and Professional Norms

Sources of Evidence Framework for Principals, Other Building-Level, and District-Level Administrators

Kentucky Principal Standards: Professional Standards for Educational Leaders (PSEL)	Performance Measure: Planning	Performance Measure: Environment	Performance Measure: Instruction	Performance Measure: Professionalism
	<u>Standard 1:</u> Mission, Vision and Core Values <u>Standard 9:</u> Operations and Management <u>Standard 10:</u> School Improvement	<u>Standard 3:</u> Equity and Cultural Responsiveness <u>Standard 5:</u> Community of Care and Support for Students <u>Standard 7:</u> Professional Community for Teachers and Staff <u>Standard 8:</u> Meaningful Engagement of Families and Community	<u>Standard 4:</u> Curriculum, Instruction and Assessment <u>Standard 6:</u> Professional Capacity of School Personnel	<u>Standard 2:</u> Ethics and Professional Norms
Required Sources of Evidence	Self-Reflection and Professional Growth Plan			
	Observations and/or Site Visits (conferences)			
	Multiple Measures of Student Learning			

Sources of Evidence

Self-Reflection and Professional Growth Plan

All building-level and district-level administrators will complete the self-reflection and develop a Professional Growth Plan each year. Self-reflection improves school administrator practice through ongoing, careful consideration of the impact of leadership practice on student growth and achievement. The Professional Growth Plan will be developed within the first 90 work days and address realistic, focused, and measurable professional goals. The Professional Growth Plan should have a minimum of one goal. Additional goals may be required based on need, as identified by the evaluator. The plan may connect data from multiple sources, including site-visit conferences, previous evaluations, data on student growth and achievement, and professional growth needs identified through self-assessment and reflection.

Site Visits for Principals (formal site visits are not required for Other Building-Level or District-Level Administrators)

Site visits are a method by which the superintendent/designee may gain insight into the administrator's practice in relation to the standards. During a site visit, the superintendent or designee will discuss various aspects of the job with the administrator and will use the administrator's responses to determine issues to explore further with the faculty and staff. The district template will be used during the site visit conferences and the recommended mid-year review to guide and document the reflections and any modifications to the plan.

Multiple Measures of Student Learning

Multiple measures of student learning is one source of evidence to determine effectiveness of professional practice. These multiple measures are assessments and data that demonstrate student learning. The measures used for the purposes of evaluation will be determined by the evaluator and evaluatee. Measures of student learning could include, but are not limited to: state assessments, formative assessments, summative assessments, benchmark assessments, ACT, Career Readiness, ACCESS, Impact KY Survey, and other school-based measures of student learning.

Certified Evaluation Implementation Timeline for Principals, Other Building-Level, and District-Level Administrators:

Timeline * **	Action
First 30 calendar days of reporting for employment	Evaluation criteria and process shall be explained by the Evaluator.
First 90 work days	Administrator Evaluatee reflects on his/her current growth needs and collaborates with the supervising Evaluator to complete the initial self-reflection and to develop the professional growth plan.
Fall semester	<u>For Principals:</u> Formative Cycle and Summative: The Evaluator must complete a minimum of one site visit with a face-to-face conference. Professional growth plan progress and evidence toward Principal performance standards will be reviewed. <u>For Other Building-Level and District-Level Administrators,</u> no formal worksite visit is required since the Evaluator works and collaborates with these administrators on a daily basis. However, the Evaluator must have a minimum of one face-to-face conference with their Other Building-Level or District-Level Administrators. Ongoing Self-Reflection, Professional Growth Plan and evidence toward the Principal performance standards will be reviewed to monitor progress and continued implementation.
Mid-Year Review (<i>recommended</i>) (November-January)	Evaluatee and Evaluator may review progress of Self-Reflection, PGP, and evidence collection and modify plans as appropriate. These recommended mid-year reviews may be completed either electronically or face-to-face.

Spring Semester	For Principals: Formative: The Evaluator must complete a minimum of one site visit, providing feedback with suggestions regarding the principal's professional growth and performance: Evaluatee continues ongoing self-reflection. Other Building-Level Administrators: no formal worksite visit is required since the Evaluator works and collaborates with these administrators on a daily basis. However, the Evaluator must have a minimum of one face-to-face conference with their Other Building Level Administrators. Ongoing Self-Reflection, Professional Growth Plan and evidence toward the Principal performance standards will be reviewed to monitor progress and continued implementation annually. District-Level Administrators, no formal worksite visit is required since the Evaluator works and collaborates with these administrators on a daily basis. However, the Evaluator must have a minimum of one face-to-face conference with their evaluatee. Ongoing Self-Reflection, Professional Growth Plan and evidence toward the Principal performance standards will be reviewed to monitor progress and continued implementation. Plan and evidence toward the Principal performance standards will be reviewed to monitor progress and continued implementation annually.
By April 15th (Summative)	Evaluators and evaluatees complete the above, plus summative reflection, PGP, and evaluation implementation. Evaluators submit summative evaluation forms for the official personnel record and provides a copy to the evaluatee, who may include a written response.

Observation/Worksite Visit Model

Principals, Other Building Level, and District Admin Evaluation Formative - Year(s) 1-4				
Administrative Role	Observation Type	Frequency	Observer	Timeline
Principal	On-Site Full Formative	Minimum of 2 times Annually	Superintendent or Designee	After the evaluation training and before April 15 th
Other Building Level Admin	No Formal Site Visit Required	On-Going Daily Basis	Principal or Designee	
District Admin	No Formal Site Visit Required	On-Going Daily Basis	Superintendent or Designee	
Summative - Year 5				
All observations must be completed by April 15 th				
Five-year cycle will be determined based on last summative evaluation date or based on failure to meet performance criteria(s) during formative cycle				
Principal	On-Site	Minimum of 2 times Annually	Superintendent or Designee	After the evaluation training and before April 15 th

***Late Hires/Leaves of Absence (not reporting to work for 60 or more consecutive school days):**

Administrators must have a minimum of one site visit (formal or summative). All other requirements remain the same. Timelines should be adjusted accordingly, documented in writing and signed/dated by evaluatee and evaluator.

****Instructional Calendar Changes (i.e. snow day)** - Timelines may need to be adjusted if the instructional calendar is changed.

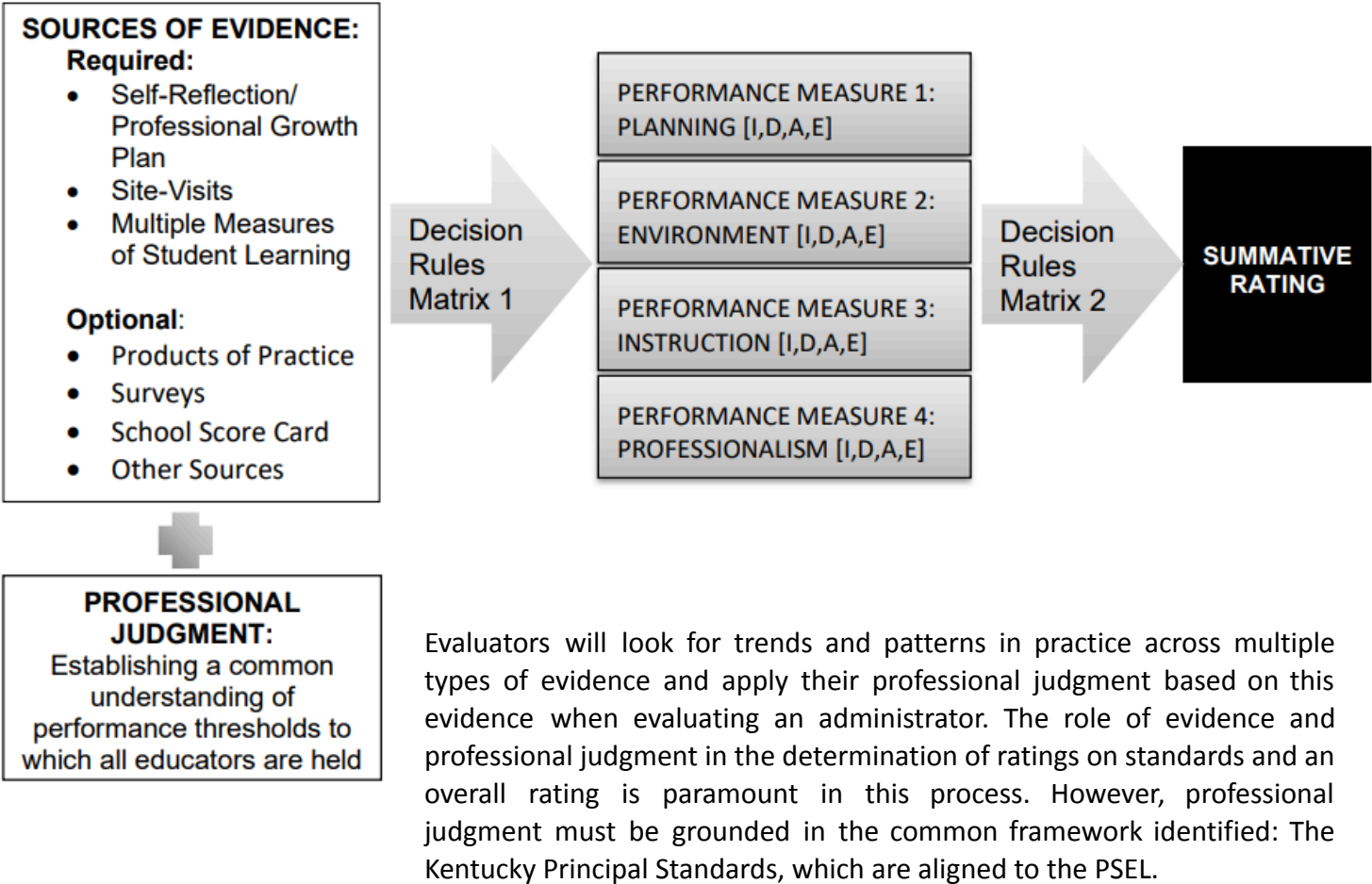
Observer Initial Evaluation Training and Testing/Observer Calibration Training

All new administrators serving as evaluators of certified personnel are required to complete the KDE-approved initial certified evaluation training before conducting formative or summative observations. After their initial year of the KDE-approved evaluation training, evaluators must obtain a minimum of six hours annually of EILA approved evaluation training prior to conducting observations for the purpose of evaluation. To ensure consistency of observations, evaluators must complete the district-determined observer calibration training annually. The training allows observers to develop a deep understanding of how the four Performance Measures of the Kentucky Framework for Teaching (FfT) are applied in observation.

- Only supervisors who have completed the district-determined observation training can conduct formative and summative observations for the purpose of evaluation. In the event that a supervisor has yet to complete the district-determined observation training, the district will provide the following supports:
 - A substitute observer will be assigned by the superintendent or designee from a pool of current and retired district administrators who have been trained to evaluate, ensuring certified staff have access to trained observers. In such cases, the observation data provided by a substitute observer is considered a valid source of evidence only if the supervisor is present in the observation.
 - Additional trainings will be provided by district personnel as needed.

Any supervisors who are hired late will be required to complete the district-determined observation training. Additional support/training will be provided by district personnel if needed and a substitute administrator will be assigned for any observations conducted during that time.

Administrator Evaluation Plan Components – Overview and Summative Model The following graphic outlines the summative rating model for Principals, Other Building-Level Administrators, and District-Level Administrators.



The Kentucky Principal Standards (PSEL)

The Performance Standards provide the structure for feedback for continuous improvement through individual goals that target professional growth, thus supporting overall student achievement and school improvement. Evidence supporting an administrator’s professional practice will be situated within one or more of the 10 standards. Performance will be rated for each Performance Measure according to the four performance levels: Ineffective, Developing, Accomplished, and Exemplary. It is expected that most administrators will maintain an Accomplished rating but will occasionally have exemplary performance on the Performance Measures at any given time. The summative rating will be a holistic representation of performance, combining data from multiple sources of evidence across each standard.

The use of professional judgment based on multiple sources of evidence promotes a more holistic and comprehensive analysis of practice, rather than over-reliance on one individual data point or rote calculation of practice based on predetermined formulas. Evaluators will also take into account how evaluatees respond to or apply additional supports and resources designed to promote student learning, as well as their own professional growth and development.

Determining the Summative Rating

Superintendent/designee is responsible for determining the Summative Rating for each principal, other building-level administrator, and district-level administrator at the conclusion of their summative evaluation year. The Summative Rating is determined by performance ratings given for each Performance Measure. The performance ratings are defined as:

Exemplary: consistently exceeds expectations for effective performance

Accomplished: consistently meets expectations for effective performance

Developing: inconsistently meets expectations for effective performance

Ineffective: consistently fails to meet expectations for effective performance.

An administrator's Summative Rating is determined by the evaluator based on the ratings on each of the four Performance Measures, using the sources of evidence and professional judgment. Evidence is to be documented in the district-approved electronic platform(s) and/or paper forms, which are maintained at the school/department level. The summative form will be submitted to the district for the official personnel file. Next, the evaluator will use the following decision rules for determining the Summative Rating:

Decision Rules Matrix 1: Determining the Ratings for Each Performance Measure

IF...	THEN...
The Performance Measure has more than one standard and those standards are given the exact same rating	The Performance Measure rating shall be the rating given for those standards.
The Performance Measure has more than one standard and those standards are given different ratings	The Performance Measure rating shall be based on the sources of evidence and the evaluator's professional judgment.

Decision Rules Matrix 2: Determining the Summative Rating using the Performance Measures Ratings

IF...	THEN...
Two Performance Measures are rated ACCOMPLISHED and two Performance Measures are rated EXEMPLARY	Summative Rating shall be Exemplary or Accomplished
Two Performance Measures are rated DEVELOPING and two Performance Measures are rated EXEMPLARY	Summative Rating shall be Accomplished
Two Performance Measures are rated DEVELOPING and two Performance Measures are rated ACCOMPLISHED	Summative Rating shall be Accomplished or Developing
One of the Performance Measures is rated INEFFECTIVE	Summative Rating shall NOT be Exemplary
Two Performance Measures are rated INEFFECTIVE	Summative Rating shall be Developing or Ineffective**
Three or more Performance Measures are rated INEFFECTIVE	Summative Rating shall be Ineffective**

** An Ineffective Rating indicates a Corrective Action Plan for professional growth is required (see page

Corrective Action Plan (CAP)

A corrective action plan, with measurable goals that are tied to the performance measure of concern, may be written at any time during the school year, but shall be written if evaluatee receives an “Ineffective” on the Final Summative Form.

Corrective action plans shall be reviewed continuously until performance is judged to meet the evaluation standards. Review of corrective action plans shall be documented on the corrective action form.

The Corrective Action Plan is a plan developed by the evaluator, at any time during the school year, in collaboration with the evaluatee, when documented unsatisfactory performance is observed, or when an “Ineffective” rating is indicated on any Final Summative Evaluation Standard. Specific assistance and activities are identified in the Corrective Action Plan and progress towards identified goals is monitored. The evaluator and the evaluatee shall specifically identify and list, in writing

- 1** Corrective Action Plan measurable goals and objectives
- 2** Procedures and activities designed to achieve Corrective Action Plan goals and objectives
- 3** Targeted dates for appraising the evaluatee’s improvement towards the identified Corrective Action Plan goals and objectives

Employees who fail to meet the measurable goals identified for them may not be recommended to the Superintendent for rehire. If the Superintendent chooses to not renew the contract, the employee will be notified by May 15th.

A corrective action plan may be developed for two purposes: (1) when improvement is needed to correct one or two critical deficiencies in performance criteria that cannot wait for the formal observation and summative conference; (2) after the formal observation and/or during the summative evaluation conference. When the CAP is developed after the summative conference, no more than 3 specified Performance Measures should be denoted for improvement at any given time. When the evaluatee meets specified areas, another area may be added.

NOTE: It is the evaluator’s responsibility to document all actions taken to assist the evaluatee in improving performance towards Corrective Action Plan goals and objectives. If the evaluator and evaluatee cannot agree on the Corrective Action Plan goals and objectives, a third-party, non-binding mediation shall be requested by either the evaluator or evaluatee. Such a request shall be made in writing within 5 working days of the initial dispute to the Certified Evaluations Appeals Panel Chair, or designee. If the dispute is not resolved through mediation, the evaluatee may appeal through the district’s Grievance Procedure.

RESPONSIBILITIES for EVALUATION: ALL CERTIFIED PERSONNEL

The Menifee County Board of Education will evaluate the superintendent. The superintendent's evaluation process shall be developed and adopted by the local board of education.

The superintendent or designee will evaluate directors, assistant directors, coordinators, principals, central office administrators, and other district-certified personnel.

Principals or designee will evaluate assistant principals, academic deans, instructional coaches, professional growth and effectiveness coaches, guidance counselors, social workers, media specialists, speech therapists, school-based resource teachers, classroom teachers, and all other staff assigned to their school. All Final Summative Evaluations shall be completed by the scheduled due dates below.

Due Dates: These are the dates the Final Summative Evaluations are due. The due dates for all certified staff are detailed below.

April 15	All certified employees non-renewed for cause
April 15	All non-tenured certified staff (school and district level) (Year 1 – through Year 4)
April 15	All tenured certified staff (school and district level)
June 15	All administrative (school and district level) and counseling staff

EVALUATION TRAINING

All Menifee County Evaluators shall be trained, tested, and certified according to Kentucky guidelines for the evaluation of certified personnel. Additionally, all administrators who supervise certified staff shall receive training in the implementation of the district's certified evaluation plan. Furthermore, all evaluators must meet the CEP requirements for evaluating prior to conducting a formative or summative evaluation.

Continued certification as an evaluator shall be contingent upon the completion of a minimum of six hours of evaluation training per year. This training shall be in any one, or combination, of the following skill areas:

- 1** Use of the local evaluation process and instrument
- 2** Identification of effective teaching/management practices
- 3** Effective observation and conferencing employee improvement plans
- 4** Establishing and assisting with certified employee improvement plans

Hours of training received in the use of the local evaluation process and instruments shall be certified by the local board of education and be subject to review by the State Department of Education. Hours of training received in other skill areas may compose part of the evaluator's required hours of continued certification. The Menifee County Board of Education has designated the District Professional Development Coordinator responsible for evaluation training and the contact person for the submitted evaluation plan.

CERTIFIED EVALUATION APPEALS PROCESS

How to Appeal Certified Evaluations

1. Any certified employee who believes that he or she was not fairly assessed on the Final Summative Evaluation Form may appeal to the chairperson of the Certified Employee Appeals Panel within seven (7) working days of the signing and dating of the summative assessment form.
2. The Appeals Procedure does not involve contractual status recommendations made to the superintendent or actions by the superintendent regarding contractual status. The jurisdiction of the panel is limited to the review of the summative evaluation only.
3. The certified employee begins the appeal process by completing a Menifee County Public Schools Certified Employee Appeals Form, which is provided by the Chief Academic Officer. This form is to be submitted to the Chief Academic Officer within seven (7) working days of the signing and dating of the Final Summative Evaluation form. Any pertinent documentation the employee wants included for the members of the Panel to review shall be submitted to this same office within five (5) working days of filing the appeal.
4. Both the evaluator and the evaluatee shall have the opportunity to review all documentation submitted as evidence to the Appeals Panel, at least five (5) days prior to the scheduled appeals hearing date.
5. The members of the Certified Employee Appeals Panel, the certified employee, and the assessor shall be notified of the time and date of the hearing by the chairperson. The hearing must take place within fifteen (15) working days from the date an appeal is filed.
6. The certified employee may appeal the substance of, and any procedural issues involved, in the evaluation process. The certified employee and the evaluator have the right to present relevant evidence and expert testimony and to be represented and assisted at the hearing by legal counsel, at their own expense.
 - a) Only documentation, testimony, and other evidence that pre-dates the evaluator's signature on the Final Summative Evaluation shall be presented during the appeals hearing
 - b) Documentation, testimony, and other evidence that occurred after the evaluator's signature on the Final Summative Evaluation shall not be presented during the appeals hearing
7. The certified employee appealing to the Panel has the burden of proof. The evaluator may respond to any statements made and evidence presented by the certified employee and may present any evidence that supports the Summative Evaluation.
8. All hearings will be confidential and will follow these written procedures and the appeals hearing agenda as determined by the Panel.
9. Pursuant to KRS 156.557—Standards For Improving Performance of Certified School Personnel, and 704 KAR 3:345— Evaluation Guidelines, any certified employee who feels that the local district is not properly implementing the evaluation plan according to the way it was approved by the Kentucky Department of Education shall have the opportunity to appeal to the Kentucky Board of Education. Its jurisdiction shall be limited to procedural matters already addressed by the local appeals panel required by KRS 156.557(5). The panel shall have no jurisdiction relative to complaints involving the professional judgmental conclusions of evaluations, and the panel's review shall be limited to the record of proceedings at the local district level.

Procedures for Conducting a Certified Evaluation Appeals Hearing

1. The evaluatee and the evaluator shall both be present at the hearing.
2. The hearing shall be tape recorded by the chairperson of the Panel.
3. An overview of the process and the role of the Panel shall be given at the beginning of the hearing.
4. No additional written documents or exhibits are permitted to be presented at the hearing that were not submitted five working days before the hearing. (Panel members, evaluatee, and evaluator have been supplied with all written documents or exhibits to be considered five working days prior to the hearing day.)
5. Both the certified employee and the evaluator may present relevant evidence and expert testimony and may be represented and assisted at the hearing by a chosen representative including a legal counsel, at their own personal expense.
6. A tentative agenda will be presented to each party for approval at the beginning of the hearing. Each party will be allocated a reasonable amount of time in which to present relevant information and evidence pertinent to the appeal.
7. Panel members may ask questions during or after each presentation for clarification.
8. The certified employee and evaluator may make both opening and closing statements.
9. The certified employee and the evaluator will be dismissed in order for the Panel to deliberate.
10. Recommendations that the Panel may choose are:
 - A. Recommendation that the summative growth assessment should be filed as submitted.
 - B. Recommendation that the summative growth assessment be changed in the manner and for the substantive or procedural reasons stated by the Panel.
 - C. Recommendation that further investigation should be conducted by the Superintendent.
11. The Superintendent, evaluatee and the evaluator shall be notified in writing of the Panel's finding within fifteen working days after the hearing.
12. At the conclusion of the Panel's deliberations, all **written** materials reviewed during the hearing will be collected and destroyed by the chairperson. If the Panel recommends further investigation by the Superintendent, such materials will be destroyed after completion of any additional investigation. The chairperson shall destroy the tape recording one year after the date of the hearing.

Certified Evaluation Appeals Panel Election Procedures

In accordance with **KRS 156.557** and **HB 48**, the Menifee County Public Schools Certified Evaluation Appeals Panel shall consist of **three members**:

- **One certified employee** appointed by the Board of Education who serves as the chairperson
- **Two certified employees** elected by their peers from within the school district.

Elected Panel Member Representation

- **Preschool–7th Grade Representative:** One certified employee shall be elected. This representative may include certified staff assigned to **Botts Early Learning Center (Preschool)** and **grades K–7** at Menifee Central. All certified staff within this grade band are eligible to vote and to be elected.
- **Grades 8th–12th Representative:** One certified employee shall be elected from among certified staff assigned to **Menifee County High School, Frenchburg Success Academy, and Job Corp programs**. All certified employees serving students in grades 8–12 within these schools are eligible to vote and to be elected.

Election and Terms

- Elections for primary panel members will occur within the first 30 instructional days of each school year.
- Certified staff may nominate themselves or be nominated by peers within their assigned grade band.
- Each elected member will serve a one-year term.
- The candidate receiving the highest number of votes in each grade band (Preschool–7th Grade and 8th–12th Grade) will serve as the primary representative on the appeals panel.
- The candidate receiving the second-highest number of votes in each grade band will serve as the alternate representative, who will participate in the event the primary representative is unavailable.
- Elections for alternates will occur simultaneously with the primary panel elections and follow the same nomination and voting process.

Panel Assignment for Appeals

- All panel members hearing an appeal must be certified employees from Menifee County School District, in accordance with KRS 156.557 (HB 480)
- The panel will hear only procedural appeals and will not address the professional judgment or conclusions of the evaluator, as stated in KRS 156.557.

Appendices

Frameworks

- Kentucky Framework for Teaching Other Instructional Specialists
 - [Instructional Specialist](#)
 - [School Counselor/Social Worker](#)
 - [Therapeutic Specialists](#)
 - [Library Media Specialist](#)
 - [Kentucky Preschool Guidance](#)

Professional Growth and Certified Evaluation Documents

- [Reflective Practice and Professional Growth Planning Template](#)
- [Pre-Observation Document](#)
- [Observation Summary](#)
- [Post Summary](#)
- [Mid-Year Review for Teachers and Other Professionals](#)
- [Individual Professional Growth Plan](#)
- [Summary Report for Summative Evaluation: Teachers](#)

Preschool

- [Kentucky Preschool Guidance](#)
- [Preschool Individualized Growth Plan](#)

Administrators

- Administrator's Guidance Documents
 - [Instructions for Individual Corrective Action Plan](#)
 - [Appeals Hearing Agenda](#)
 - [Certified Employee Appeals Form](#)
 - [Individual Corrective Action Plan Template](#)
 - [Certified Evaluation Checklist](#)
 - [Principal Tips](#)
- Professional Standards for Educational Leaders (PSEL)
 - [PSEL Standards](#)
 - [PSEL Rating](#)
 - [PSEL Tool](#)
 - [PSEL Reflection](#)